Time & Leave Tasks

TASK	MENU PATH	TRANSACTION CODE
An exception needs to be made to an employees work schedule	Human Resources > Time Management > Administration > Time Data > Maintain 0007 – Planned Working Times	PA61
Enter a Substitution on an exempt employee	Human Resources > Time Management > Administration > Time Data > Maintain 2003 – Substitution	PA61
An employee has military orders and a quota must be created	Human Resources > Time Management > Administration > Time Data > Maintain 2006 – Absence Quota	PA61
Employee granted Family Medical Leave and quota must be created	Human Resources > Time Management > Administration > Time Data > Maintain 2013 – Quota Corrections	PA61
A change needs to be made to an Accrued absence quota generated by Time Evaluation	Human Resources > Time Management > Administration > Time Data > Maintain 2013 – Quota Corrections	PA61
Quota information for an employee needs to be viewed	Human Resources > Time Management > Administration > Time Data > Quota Overview	PT50
A leave accrual needs to be transferred to pay an employee	Human Resources > Time Management > Administration > Time Data > Quota Overview	PT50
An employee needs a copy of their remuneration statement	Human Resources > Payroll > Americas > USA > Payroll > Remuneration statement	PC00_M10_CEDT

Time & Leave Tasks

TASK	MENU PATH	TRANSACTION CODE
I need a report to show quota balances as of a certain period	Human Resources > Time Management > Administration > Information System > Report Selection > Time Accounts > Display Absence Quota Information	PT_QTA10
Report to show how many hours an employee has taken off (i.e. FMLA, annual, LWOP, etc)	Human Resources > Time Management > Administration > Information System > Report Selection > Absence > Absence data overview	PT64
Report to show all employees who have Z9 errors		ZHQE
An employee need to know how many hours they are accruing for annual leave	Human Resources > Time Management > Administration > Time Data > Quota Overview	PT50
Report to generate time evaluation messages for a specified period	Human Resources > Time Management > Administration > Time Evaluation > Time Evaluation Messages	PT_ERL00
Employee has been awarded Catastrophic Leave	Human Resources > Time Management > Administration > Time Data > Maintain	PA61
Report showing all compensatory time accruals	Human Resources > Time Management > Administration > Information Systems > Report Selection > Time Accounts > Cumulated Time Evaluation Results:Time Balances/Wage Types	PT_BAL00